

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 2 ADMINISTRATION – SPECIALIZED FOSTER CARE PROGRAM**

**VACANCY ANNOUNCEMENT**

**Mental Health Services Coordinator I**

**THIS IS NOT AN OFFICIAL EXAMINATION  
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

Service Area (SA) 2 Administration is seeking a qualified professional to fill a vacant Mental Health Services Coordinator (MHSC) I position with the Specialized Foster Care Program. This person will be part of the Multi-Disciplinary Assessment Team (MAT) which focuses on the implementation of programs to serve the mental health needs of infants, toddlers, and youth involved in the child welfare system. The MHSC I will partner with SA 2 Administration, MAT, Wrap-Around, and Family Preservation leads, as well as, with contract providers to assist with outcome data collection and program monitoring consistent with the Katie A. Plan.

**EXAMPLES OF DUTIES:**

- Work with multidisciplinary team to create protocols and computer tables for tracking data from MAT contract providers.
- Assist contract provider staff to review data on the Specialized Foster Care Programs to aid in evaluating progress of program implementation.
- Work with multidisciplinary team to review data collected for errors and data validation.
- Communicate with MAT Providers about data collections, needed corrections, and track the progress of error correction.
- Work with multidisciplinary team to compile and analyze reports to provide contract providers, SA Administration, DMH and DCFS Countywide Administration regarding performance outcomes for MAT, Wrap-Around and Family Preservation.
- Complete special projects as assigned by Supervising Psychologist, Program Head, and District Chief.

**DESIRABLE QUALIFICATIONS:**

- Outstanding attention to detail;
- Strong organizational skills and ability to prioritize projects;
- Proficiency in working with data analysis programs like Excel and Access.
- Knowledge of DCFS and DMH Specialized Foster Care Programs;
- Strong oral and written communication skills;
- Strong interpersonal skills.

Interested individuals currently holding the title of the MHSC I are encouraged to submit their resume, last two Performance Evaluations, and master time card for review and consideration to:

**Sonia Greaven, Ph.D., MAT Psychologist  
Specialized Foster Care Program, Service Area 2  
6800 Owensmouth Ave., Ste. 160  
Canoga Park, CA 91303  
FAX: (818) 347-8738  
shertengreaven@dmh.lacounty.gov**

**AN EQUAL OPPORTUNITY EMPLOYER**